

HTAV PEER MENTORING PROGRAM

Mentor Guidelines



HTAV strives to improve the quality of History teaching and support its members to flourish through professional learning, networking and peer mentoring. With this in mind, the **HTAV Peer Mentoring Program** aims to bring together History teachers at all levels in their professional careers to create a community of support and expertise.

WHAT IS THE PEER MENTORING PROGRAM?

The program enables History teachers to meet, talk and share experiences in a casual setting. Mentors offer 6-8 hours of support throughout the year at times that suit you both. Mentoring can be a coffee meeting, Zoom, drinks after a conference, email or phone call. Your mentee may prefer to use the 6-8 hours of support during a critical time or spread out through the year. Alternatively, you can spread the communications throughout the year. Offers of assistance beyond the 6-8 hours are not expected but can be negotiated privately between

the mentor and mentee.

Applications for the Peer Mentoring Program will be accepted during Term 1 with application forms made available on the HTAV website. Mentors will be paired with their mentees in Term 2, or when an appropriate mentee is available. Throughout the year, HTAV will seek feedback on both mentee and mentor experiences. Mentors will receive a certificate to use as evidence for Australian Professional Standards for Teachers, Standard 7: Engage with Professional Teaching Networks.

WHY IS THIS PROGRAM FOR YOU?

We all seek advice from others in some capacity – a quick question in the staffroom, a chat at a conference or tossing a question to a social media group. Joining the Program as a mentor facilitates these conversations. It will allow you to gain valuable insight into your own History teaching practice, reinvigorate your teaching skills, broaden your professional network, and

make a difference in the lives of other History teachers. It is a great reminder of your professional and personal growth and allows you to share what you know.

Please don't let concerns that 'I'm not an expert' prevent you from joining as a mentor. Even a few years of teaching or leadership is a wealth of experience for someone who is starting out.

'Participating in the program really highlighted the benefits of having someone to share ideas with.'

GUIDELINES

Mentors can provide encouragement and support. Mentees can seek general advice on developing appropriate assessment tasks, delivering course content, planning their year and helping students prepare for assessment tasks.

Here are some examples of questions you may have for your mentor:

Can you please check my SAC? I'm not sure if it meets requirements.

How can I differentiate my content delivery for students looking to stretch their capacities or who are struggling?

What are the best sources to improve my own content knowledge?

How can I help my students prepare for SACS and exams?

I feel overwhelmed by work demands. What advice can you give me?

Mentors are not expected to:

- take responsibility for your class
- be available on call
- observe your teaching
- create SACS for you
- know your school VCE policy
- cross mark your SACS (unless they offer, and you both establish a formal arrangement)
- share lesson plans and classroom resources unless they choose to do so to illustrate a particular approach or skill.

**VISIT THE
HTAV WEBSITE
TO APPLY**

HAVE QUESTIONS ABOUT THE CURRICULUM?

Queries regarding the Victorian curriculum should always be confirmed with the Victorian Curriculum Assessment Authority. Your best point of contact is Adam Brodie-McKenzie, Curriculum Manager (History and Civics) at adam.brodie-mckenzie@education.vic.gov.au.

LOOKING FOR SUBJECT CONTENT SUPPORT?

Participants may also find the Teacher Networks helpful. Details are available on the HTAV website in the Member Centre.

2025 MENTOR APPLICATION FORM

Please submit your completed application to Michelle Pitcher,
HTAV Membership and Events Officer at m.pitcher@htav.asn.au.

YOUR INFORMATION

NAME:

SCHOOL:

POSITION:

EMAIL:

PHONE:

NO. OF YEARS' EXPERIENCE IN HISTORY EDUCATION:

THE SUBJECT, TOPIC OR YEAR LEVEL I WOULD LIKE TO MENTOR IN IS (PLEASE TICK):

YEARS 3/4	YEARS 5/6	YEARS 7/8	YEARS 9/10
YEAR 11:	MODERN HISTORY	EMPIRES	ANCIENT HISTORY
YEAR 12:	REVOLUTIONS	AUSTRALIAN HISTORY	ANCIENT HISTORY
PLEASE SPECIFY SUBJECTS/UNITS:			
LEADERSHIP	RESOURCES	LITERACY	DIFFERENTIATION

OTHER:

PREVIOUS YEARS IN WHICH YOU HAVE BEEN AN HTAV MENTOR (IF ANY):

NUMBER OF MENTEES YOU ARE AVAILABLE TO ASSIST IN 2025:

PLEASE PROVIDE A BRIEF BIOGRAPHY BELOW, DETAILING YOUR EXPERIENCE IN HISTORY EDUCATION AND YOUR REASONS FOR WANTING TO BE AN HTAV MENTOR:

Please tick that you understand and agree to the following.

To be a mentor, you must:

have 3+ years of experience in History teaching or leadership

be an HTAV member for the program year (any category) to participate

be prepared to meet/correspond outside of standard work hours, if necessary

follow VCAA curriculum and assessment advice when advising your mentee, and contact the VCAA if uncertain

provide an active Working with Children Check or VIT registration if visiting another school

have read the Mentor Guidelines

HTAV mentors and mentees are expected to conduct themselves in a polite, courteous and professional manner at all times. Should there be any difficulties, please contact HTAV.

SIGNATURE: _____

DATE: